



Title: **Chief Financial Officer (CFO)**

Organization: **Illinois Health Information Exchange Authority (ILHIE Authority)**

## I. JOB DESCRIPTION

**The Illinois Health Information Exchange (ILHIE)** is a statewide, secure electronic network for sharing clinical and administrative data among health care providers in Illinois. ILHIE allows health care providers and professionals to exchange electronic health information in a secure environment, which helps prevent duplicate tests and procedures, and ensure the accuracy of prescriptions and other medical orders. The ILHIE Authority is the agency responsible the governance and operation of the ILHIE.

The Chief Financial Officer reports to the Executive Director of ILHIE Authority and shall be responsible for the Fiscal Operation of the Illinois Health Information Exchange Authority (Authority). The CFO will develop and implement both administrative and programmatic policies for the Authority's budget, and fiscal functions. The CFO will also supervise professional and technical staff in financial management, accounting, budgeting, auditing, purchasing, and grants administration. The CFO will formulate goals and policies related to the Fiscal operation of the Authority.

### Key Roles and Responsibilities

- Directs all fiscal operations of the Authority. Develops systems for review and expenditure control to include encumbering and expending Authority funds. Formulates financial policies in accordance with applicable federal and state statutes and regulations promulgated by the Offices of the State Comptroller and State Treasurer, and federal laws and regulations governing their funding activities which have a statewide impact. Establishes goals and objectives for Authority, monitoring for completion.
- Develops annual budget for the Authority; evaluates receipts, prepares fiscal reports for all Authority business receipts and expenditures. Presents and substantiates budget requests and pro-forma financial schedules, as necessary, with the Office of Management and Budget and the Authority Budget & Finance Committee and Authority Board of Directors. Responds in writing to Senate and House staff inquiries on appropriation requests, if applicable. Testifies before standing committees of the Senate and the House on Department appropriation requests, if applicable.
- Serves as spokesperson for the Authority on fiscal matters. Advises Authority Director on all fiscal issues impacting the Authority. Serves as liaison with Office of Management and Budget on fiscal issues of the Authority, and other State constituent entities as required.
- Supervises staff, assigns work, approves time off, provides guidance and training, gives oral reprimands, effectively recommends grievance resolutions, completes and signs performance evaluations. Establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct, determines staffing needs to achieve program objectives. Review activity reports of subordinate staff. Coordinates Authority HR/payroll/benefits as well as leave administration processes and related activities with the Administrative and Regulatory Shared Services Center.
- Completes other projects or ad-hoc requests as required by the Authority Executive Director.

### Suggested experience and educational requirements/criteria:

- Bachelor's Degree in Accounting or Finance required.
- Minimum 5 year experience in a fiscal or budgeting function.
- Professional certification such as CPA or CIA preferred but not required.



- Effective verbal and written communication skills.
- Strong presentation and public speaking skills preferred.
- Supervisory experience preferred.
- Experience in government accounting and auditing preferred.

Ability to handle multiple priorities in a dynamic, entrepreneurial environment.

**How to Apply**

Please send your resume, along with a cover letter, to [illinois.hie@gmail.com](mailto:illinois.hie@gmail.com). In the cover letter please indicate for which position you are applying.

The ILHIE Authority is an equal opportunity employer.